



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 646.1

Job Title: **EEG NEUROFEEDBACK TECHNICIAN**

Pay Grade: 12

GENERAL SUMMARY:

Under general supervision, records and measures electroencephalography (EEG) activity using EEG neurofeedback equipment and instruments.

RESPONSIBILITIES:

- Provides information on test procedures and answers general questions regarding EEG neurofeedback to prospective clients. Compiles and mails information packets.
- Sends clients pre-evaluation checklists to be completed and returned. Schedules clients for assessment and EEG neurofeedback training.
- Following guidelines, obtains and records patient information (i.e., age, medications, allergies) and uses the information to recommend length and frequency of treatment sessions. Updates information and adjusts schedules as needed.
- Assists the doctor in the assessment process by administering the Test of Variables of Attention (TOVA) using a computer. Tabulates data obtained by the doctor during the assessment sessions.
- Prepares for tests by having the client's chart available and reviews with the doctor the protocols and brain wave frequencies to be administered. Prepares the equipment, electrodes and instruments.
- Administers routine EEG procedures, cleans and sterilizes equipment, maintains adequate supplies, determines level of maintenance required on the EEG equipment, and reports any equipment abnormalities that may alter a test or need repair.
- Maintains client records, including assessments, treatment goals, number of sessions completed, protocols used, brain wave frequencies and session outcomes. Ensures all session data is documented in the client's chart.
- Administers pre and post session questionnaires to clients.
- Completes a diagnostic EEG Spectrum on each client and determines initial brain wave frequency values.
- Administers treatment on selected patients under the doctor's supervision.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED. Successful completion of a specialized training program in EEG technology is preferred.

SPECIFICATIONS: (continued)

EXPERIENCE:

Six months of clerical, administrative or customer service experience are required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

EEG Neurofeedback Technician

Effective Date: July 2000